



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## Communications Senior (CS072)

January 8, 2015

**Company/Agency:** Chicago Metropolitan Agency for Planning  
**Job Category:** Senior  
**Experience Required:** Minimum five years  
**Salary Range:** \$64,800 - \$94,000

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a full-time communications senior to assist with the publication, messaging, and distribution of agency materials. CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides implementation of metropolitan Chicago's comprehensive regional plan, GO TO 2040, which was adopted unanimously by leaders from across the seven counties in fall 2010. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information.

### Position Description

The ideal candidate for this senior communications position will be a professional with extremely strong editorial and organizational skills who can think strategically -- in other words, understand nuances of the broader context in which an agency must operate. The communications senior will be responsible for overseeing the production of CMAP materials, including reports, promotional items, and web content. The communications senior will assist the communications director with media relations and other activities that promote GO TO 2040 recommendations to a range of audiences, including local governments, nonprofit and civic organizations, businesses, and elected officials.

### Essential Functions

Responsibilities of the communications senior will include:

- **Materials Development and Coordination.** Provide editing, writing, quality assurance, and design workflow assistance for CMAP publications. Lead and assist in development of varied materials, including the agency's annual report, local plans, policy analysis, and more.

- **External Relations.** Work with communications director to enhance public perception of the agency and support coalition-building efforts. Help prepare and distribute press releases and other news products. Oversee the media contacts database. Respond to media inquiries.
- **Strategic Communications.** Take a leadership role in developing content for web and print to advance policy and planning objectives of the agency and region. Generate content for CMAP website and various newsletters. Assist with communications with web and design consultant. Oversee technical staff responsible for developing strategic web content.

### **Qualifications and Skills**

- Strong writing and editing skills
- Experience writing and communicating to multiple audiences from both public and private sectors
- Demonstrated ability to contribute to complex projects and work as part of a team
- Knowledge of Chicago and AP style
- Strong organizational and time management skills, as well as attention to detail
- Experience managing web content, use of CMS and WYSIWYG functions
- Experience using on-line e-communications software (ex. Constant Contact)

### **Education and/or Experience**

- Bachelor's degree required, Master's degree preferred in English, Communications, Journalism, or a related discipline.
- At least five years of experience working in communications or public relations.

### **Contact Information**

Send your cover letter and résumé with contact information and Job Code (**CS072**) to:

Email: [hresources@cmmap.illinois.gov](mailto:hresources@cmmap.illinois.gov)

Mail: Human Resources

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Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes. The position will remain open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.